

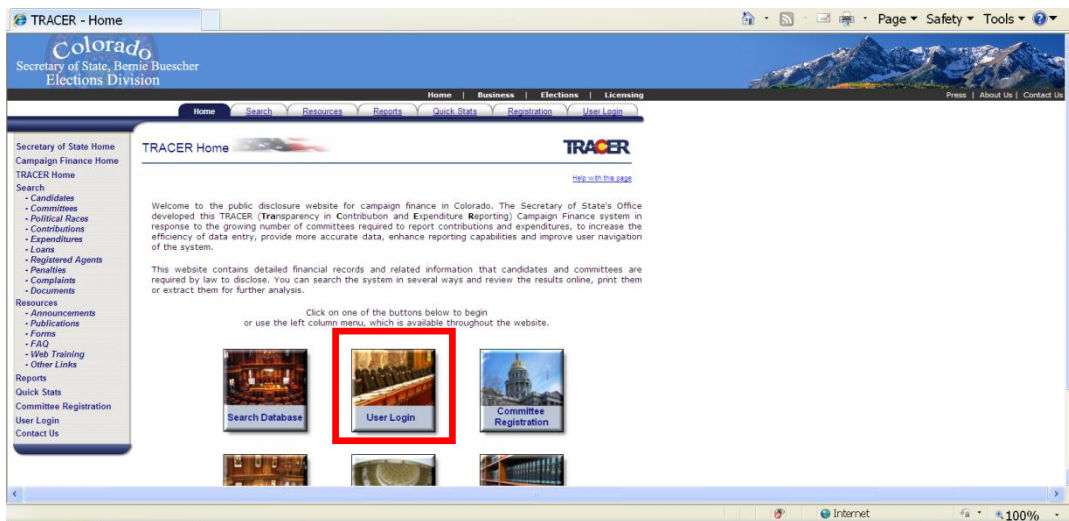
MAJOR CONTRIBUTOR REPORT FILING INSTRUCTIONS

A committee who receives a contribution of \$1,000 or more within 30 days of a primary or general election is required to file a Major Contributor Report within 24 hours of receipt of the contribution.

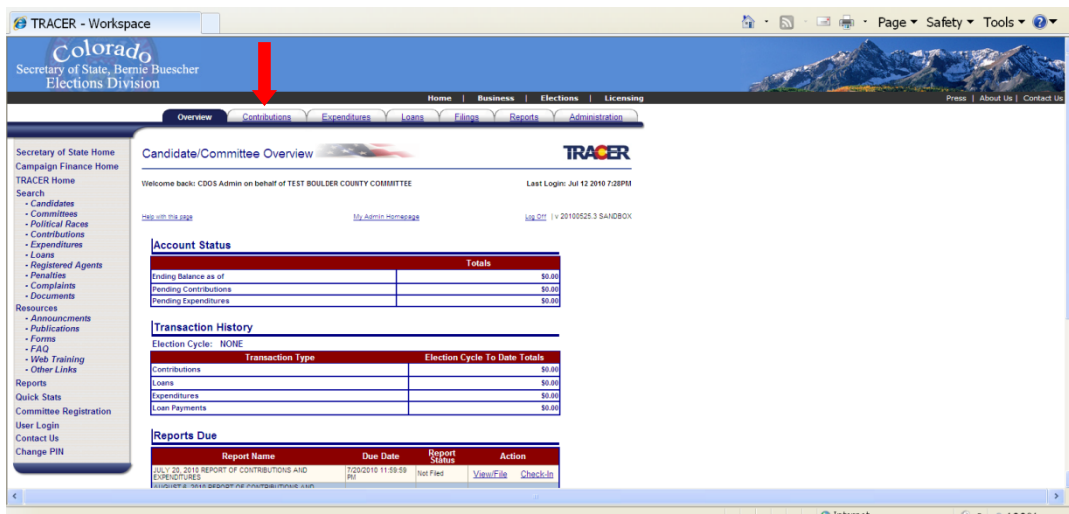
When a contribution of \$1,000 or more is saved into TRACER a Major Contributor Report is scheduled—and the due date is determined—by the receipt date of contributions which qualify as Major Contributions. For example, a Major Contribution with a receipt date of July 12, 2010 will have a report due date of July 13, 2010, and a Major Contribution with a receipt date of July 13, 2010 will have a report due date of July 14, 2010, etc. Remember, disclosure reports must be filed no later than 11:59 p.m. on the report due date to avoid late filing penalties. All Major Contributions for a specific date will be filed on the same Major Contributor Report.

Below are the instructions for filing a Major Contributor report. Major Contributor Reports are completed and filed after the contributions are entered into TRACER as you would for all other contributions.

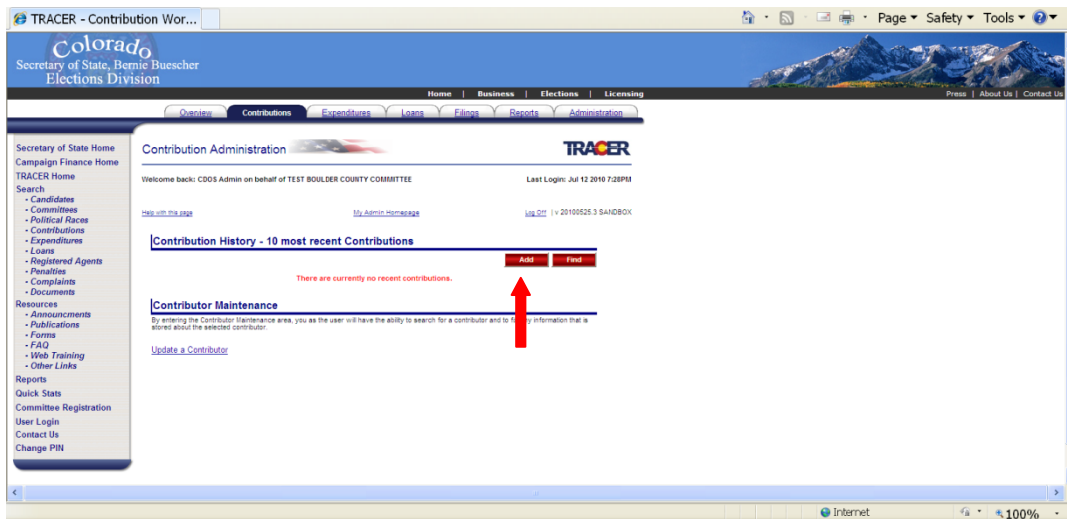
1. Go to the TRACER home page and log in



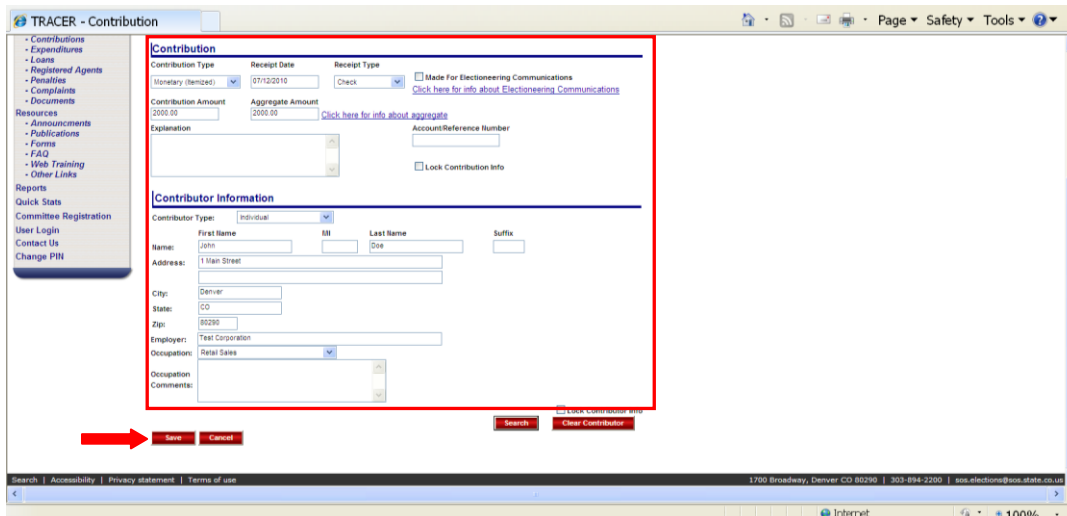
2. Click on the Contributions tab



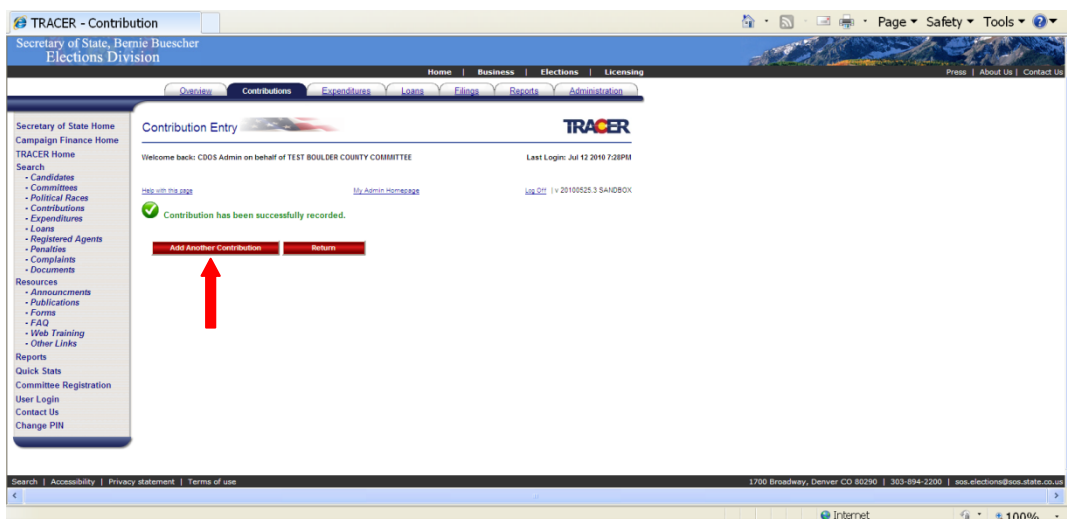
3. Click on Add



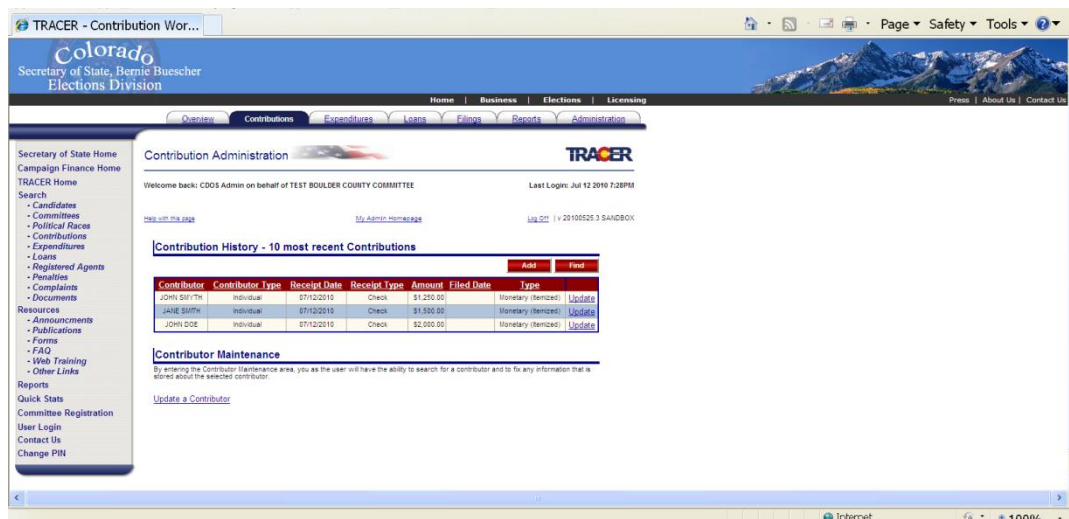
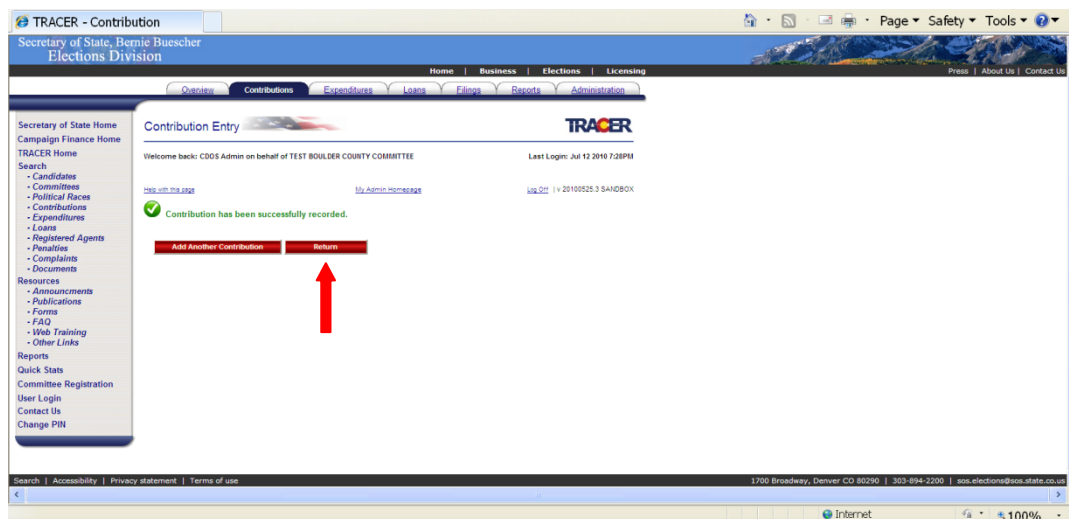
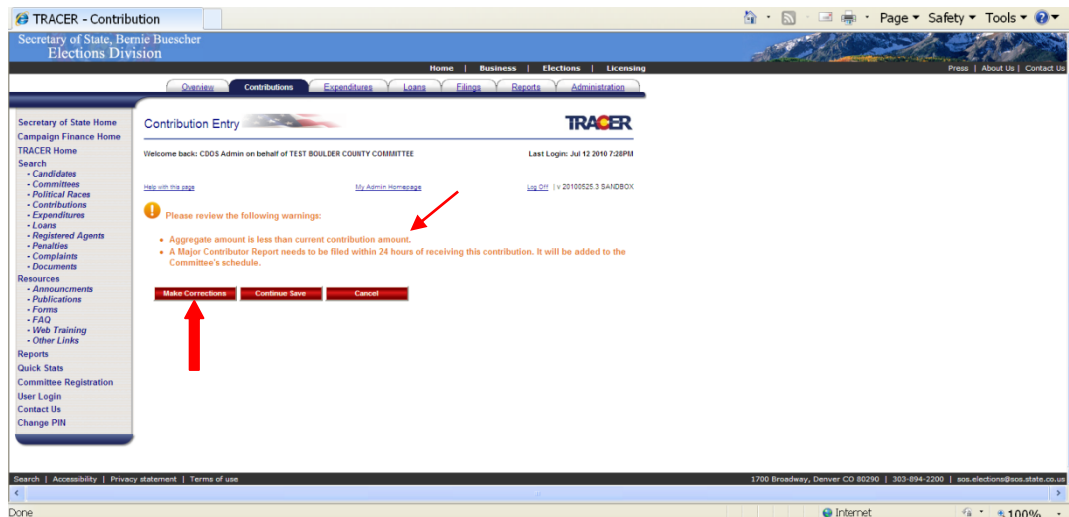
4. After inputting the contribution and contributor information, click Save



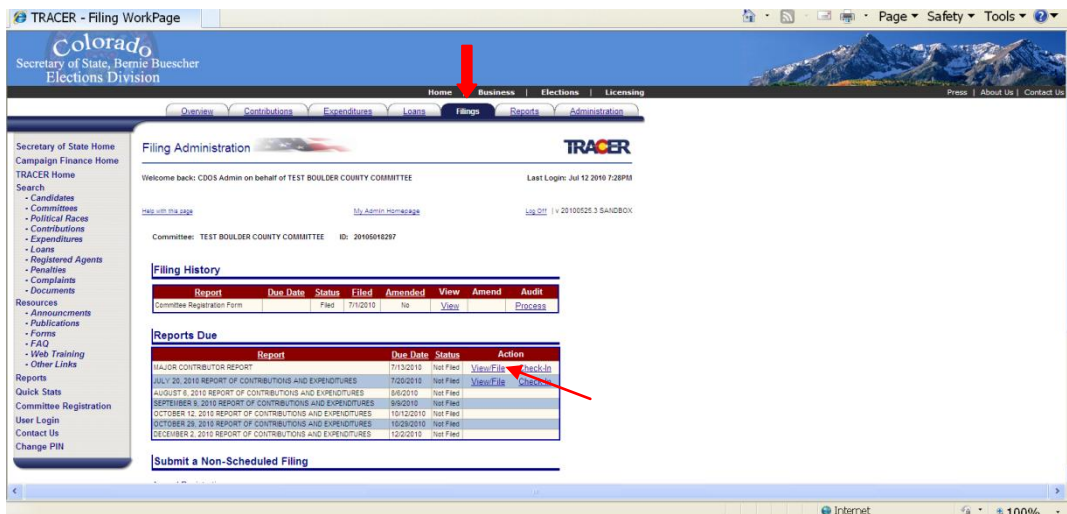
5. TRACER will inform the user that a Major Contributor Report is due within 24 hours of receiving the contribution and this report will be added to the committee's schedule.
 - a. To enter more contributions, click on Continue Save and then click on Add Another Contribution.



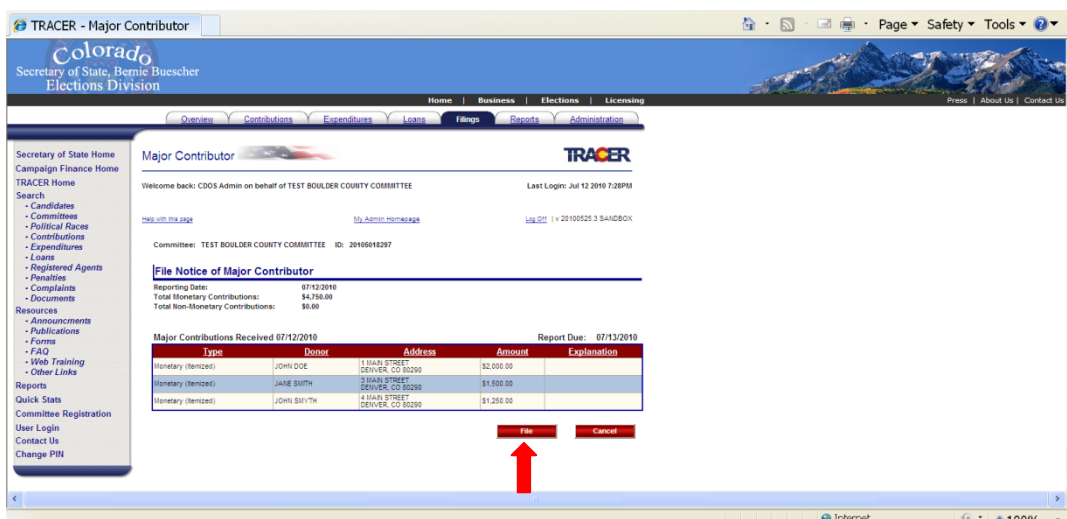
- b. To correct any warnings or errors, click on Make Corrections, then make any necessary changes and click Save. Then click Continue Save to enter more contributions or click Return to be taken back to the Contribution Administration page.

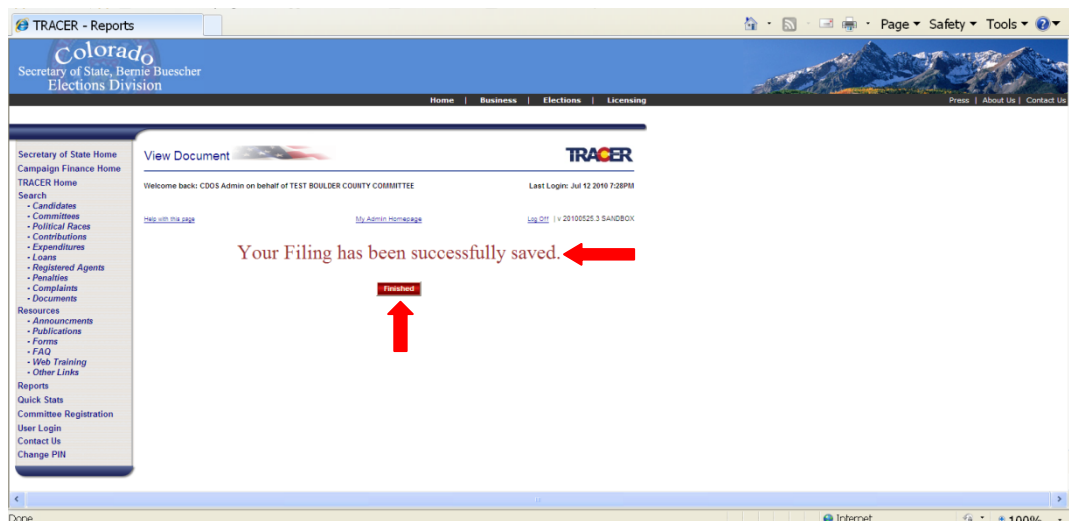


6. After all major contributions have been entered, the user can file the Major Contributor Report(s) by clicking on the Filings tab. The Major Contributor Report(s) will be located in the Reports Due section.



- a. Locate the Major Contributor Report, and click View/File to access the report. Then click File. A message that the filing was successfully saved will be displayed.





- b. Click Finish to return to the Filing Administration page. The Major Contributor Report should now be located in the Filing History page and is available for public viewing.

If you are an EDI user or have questions, the Campaign Finance Support Team may be reached by e-mail at cpfhelp@sos.state.co.us or by telephone at 303-894-2200 extension 6383.